

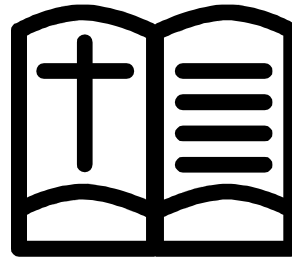
Welcome to the Trinity Academy Community!

Welcome to Trinity Academy. Since our school was expanded to the middle school grades we have remained true to our mission and philosophy that stress academic excellence within an environment that fosters the development of a personal relationship with Christ, a love of learning, and a Christian education that is woven throughout the daily experience. We are a school community that stays true to Christ's command to "make disciples" who are responsible, believing, committed followers for Jesus Christ. This is accomplished by emphasizing educational excellence, worship, witnessing, caring, and service in partnership with the parents whom are the primary instructors of Christian education for their children. As you peruse the handbook, policies and website, you will see some of the ways in which this happens here at Trinity Academy. Our teachers are passionate about offering a learning environment in which every child thrives and has Christ at the center of the classroom.

We are excited that you have chosen us as your partner in education. Open and ongoing communication is vital to the partnership we share. You are welcome to call, make an appointment or e-mail anytime you have questions or concerns. We pray that your child's experience at Trinity Academy will be rich in learning and joyful through a relationship with Christ and the school community.

In His service,

Alison B. Johnson
Principal



Mission Statement and Philosophy

At Trinity Academy we believe that each child is a unique creation of God. The goal of our academy is to provide for a school program of academic excellence while fostering the development of a personal relationship with Jesus Christ. Trinity Academy together with the support of family and church is dedicated to the total education of the child: spiritual, moral, social, physical, emotional and academic.

We believe that the Christian training of children is primarily the responsibility of the parents (Deut.4:9, Deut. 11:19, Prov. 13:1, Prov. 22:6, Eph 6:4). We further believe that through the Great Commission (Matt 28:18-20), our Lord gave a secondary responsibility for the Christian training of all, including children, to His church. The purpose, therefore, of Trinity Academy is to assist parents in carrying out their responsibilities in Christian education. This is accomplished by developing good home-school communications so that together we can provide a quality of Christian education for each of our children. In the end their hearts will be transformed and they are better equipped to be disciples of Christ as they serve God in their homes and humanity near and far.

Every subject is taught by our faculty from a Christian point of view and permeated with Christian values. Teachers and staff care about and minister to the whole child working toward spiritual, intellectual, physical, emotional, and social development. The teacher, by example as well as through curriculum, teaches the knowledge, skills, and attitudes necessary for development into responsible Christian adulthood. We are aware of the differences in race, culture, and life experiences in each of our students. With this awareness, we have planned and implemented an educational environment that will help lead a student to an understanding and acceptance of self and others.

SCHOOL HOURS

Elementary and Middle school hours are 8:45 – 3:25.

Student supervision is available at 8:30am. Students should not be dropped off prior to this time. Students should arrive between 8:30 and 8:40 as school will begin promptly at 8:45. For the safety of students and staff, the north doors will be locked at all times. Students and parents must enter and exit the building through the front school door. Students arriving after 8:45 will be considered tardy and will be required to obtain a tardy slip from the school office.

Arrival by bus

Buses arrive around 8:25 and students will enter the school through the main doors and wait in the foyer until 8:30 when supervision begins. Students must ride to and from school on their assigned bus and adhere to their bus stop assignment. Please send a note if your child has other transportation arrangements for the day.

Parent/Guardian Transporting

Students may be dropped off in the north parking lot and enter through the main doors between 8:30-8:45. The north doors will be locked. If a student must leave school before dismissal, a note or phone call is needed. Parents/guardians will need to sign the student out at the office and sign them in upon return.

Use of bicycles

Students in grades two and up may ride bicycles to school. Bicycles are to be

parked and locked on the bike racks provided by the north entrance. The

school is not responsible for bicycles parked on school grounds.

Cold Weather Guidelines

Trinity Academy follows the same winter emergency responses as the Hudson Public School system. Please check WCCO (830am) or Twin Cities television stations to determine school closings.

-If the temperature is 0 degrees or below, students will not go out for recess

-If the wind chill is colder than –10 degrees, students will not go outside for recess.

-If the wind chill is between 0 degrees and –10 degrees, outdoor recess may be shortened or canceled by the Principal.

Recess (K-5)

Students have a lunch recess of 25 minutes and an afternoon recess determined by grade levels. All K-5 students will go out for recess.

Exceptions to participating in recess will be granted only due to a physical or medical condition with a written excuse from a physician.

Dressing for Winter Recess – K-5

Students go outdoors for recess daily, weather permitting. If the temperature is below zero degrees, wind chill is below

-10 degrees or it is raining students will have supervised activities in the classroom or gym. Children must be appropriately dressed for outdoor recess (i.e. boots, hats, mittens, jackets and snow pants in the winter). The office will notify students and staff what dress is required for outdoor recess. If a child does not have the appropriate clothing they will go outside and stay on sidewalk or black top areas. If lack of proper outdoor clothing becomes excessive, parents will be contacted.

ATTENDANCE

Attendance of all students is imperative to the learning process. Please make regular attendance a priority for your child. The responsibility of regular school attendance of a student rests upon the student and their parent/guardian. If habitual tardiness or absences occur a meeting with the Principal may be warranted.

EXCUSED ABSENCES

There are four general categories of excused absences. Please read them carefully:

General

Evidence that the student is not in proper physical or mental condition to attend school or an educational program constitutes all excused absences. The principal may request the parent or guardian obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of a student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days – unless initially noted by the physician or licensed practitioner. Extension beyond 30 days may be granted by the physician or licensed practitioner.

A serious illness in the immediate family which requires the absence of the student because of family responsibilities.

A death in the immediate family or funerals for close relatives and/or friends.

Religious holidays.

Professional & Physicians

Appointments

Medical, chiropractic, or other valid professional appointments. Prior notice to the school of such appointments is requested. Parents or guardians are

requested to make these appointments during non-school hours. Appointments such as orthodontic or dental should be scheduled during Study Hall only. (grades 6-8) with no tests scheduled for the rest of the day.

A court appearance or other legal procedure which requires the attendance of the student.

A quarantine as imposed by a public health officer.

Vacations

Family trips or outings: the intent of this statement is provide the opportunity for students to accompany their parents/guardians on a vacation which cannot be scheduled when school is not in session, Please do not exceed 10 days per school year. A parent/guardian shall be required to notify the school office or principal of the pending vacation prior to leaving on vacation for the purpose of reviewing the student's attendance record and overall performance record. Teachers are to be contacted prior to the family trip regarding make up work and other necessary arrangements. Student vacations or trips without parent/guardian accompaniment are not excused absences.

Educational

Attendance at special events of educational value as approved by the school principal and/or teacher.

Approved school activities during class time such as: a mission trip, arranged 2 or more weeks in advance. Please avoid the end of the quarter due to possible testing schedules.

Students may only be released to parents/guardians after they have been signed out at the office. A relative or

other adult needs written proof of parental permission to pick up a student from school, including those individuals listed on the emergency forms. An ID card may be requested.

UNEXCUSED ABSENCES

Any absence varying from above standard

Any absence due to suspension

Unexcused absences will result in a student receiving a zero in classes (for grades 6-8) for that day. If you have any questions, call in advance. Students will receive a zero for the day as well as a one hour detention, all special privileges (participation in sports, music activities, etc.) will be revoked for two weeks.

TARDINESS

It is important that students always be on time to school and to class. Being prompt the student is demonstrating self discipline and responsibility. Self discipline in this area is not only important for proper academic achievements but is essential for the development of personal habits which are characteristic of success now and in the future.

Students who arrive at school after 8:45 are tardy. They need to report to the office for a tardy slip.

Students who arrive after 10:00 am = ½ day absent.

TRUANCY

Truancy is defined as an absence without knowledge and consent of parent and/or school staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission. Such action will not be tolerated. The

student will receive a one hour detention and parents will be called. If truancy becomes excessive a meeting will be scheduled with parent/guardian and the principal and an action plan will be determined.

Lunch program

The Hudson School District provides well-balanced, peanut-free meals for our hot lunch program. Menus are printed and sent home monthly in the Thursday folders (K-8) and are also available on the school web site. Students may bring their lunch from home. Parents are welcome to eat lunch with their children. The office or teacher must be informed by 9am if the parent is purchasing lunch.

Hot Lunch

Tickets that include one milk are available for purchase in the school office.

Bag lunches

While we do our best to minimize peanut products in the lunch room however, some lunches brought from home may possibly include peanut products. Students who bring lunches from home must eat at the cold lunch table. We encourage families to pack a peanut free cold lunch whenever possible and avoid peanut butter sandwiches. Students who bring lunch may purchase a milk ticket.

Free and reduced

Lunches are available to those who qualify according to state guidelines. This information remains confidential. Application information will be sent home within the first two weeks of school.

Snack Break (K-5)

Snack break is given in each class. Due to the increased amount of peanut allergies in children **we remain a peanut-free school for snacks and in the classrooms.** Please work with your

child's teacher to determine the type of peanut free snack that is best. Read all labels carefully. Treats must be store-purchased or pre-packaged; no homemade products can be shared with students. Teachers will inform parents of the snack requirements for each class. Children may bring a treat for a special occasion. Teachers coordinate special treats with the parents.

Behavioral Expectations

We expect all students to show respect for God, self, others and property. Students are expected to behave appropriately, be courteous and cooperative and to use good manners. Please see the character /discipline plan for further details.

Chapel and Prayer

Chapel is held weekly on Wednesdays at 9-9:30 in the sanctuary. Small group chapel will be held the last Wednesday of the month for students only. Parents are welcome to attend all other chapel sessions. Chapel is lead by Trinity staff, students, and guest pastors. Prayer is encouraged at Trinity and woven throughout the day. Offering is taken weekly and each month is designated to a charity or mission.

Late Start/Early Dismissal Days

Hudson School District has scheduled late start/early dismissal days. On these days school will start and or end 2 hours from the set time. **Trinity Academy follows the schedule as determined for elementary for all grade levels.** Please see the school calendar for the dates and times. Please do not drop off your child early, as the staff will be in curriculum and planning meetings.

Student Release

Students will only be released to parents/guardians. A relative or other

adult needs to show proof of parental permission to pick up a student and may be asked to show ID. If there is a change in the transportation plans for the end of the school day, parents must send a note, e-mail or call the school office. Teachers and staff will not make changes to the schedule based on information from students.

SCHOOL ROLES & RESPONSIBILITIES

Trinity Academy provides a rigorous, well-balanced curriculum for K-8 students incorporating Christian values into the daily education program. The scope of our academics is broadened through a dedicated staff of specialists in the areas of Spanish, Physical Education, Art, Music and a Reading/LD Specialist.

Admission policies

Trinity Academy is a community program and does not discriminate on the basis of color, national origin, sex, age or handicap in administration of its educational policies, admissions, policies, scholarship program and other school administered programs.

Communication

Office Hours

The School Office is open 8 am to 4:00pm. Voice mails and e-mail communications will be returned within a 24-hour time period to the best of our ability. All staff e-mail addresses are the first initial, last name and trinityhudson.org. For example, ajohnson@trinityhudson.org. Staff e-mail addresses and phone contact information is also available on the school web site. To reduce class room interruptions, phone calls will only be transferred into classrooms during the teacher's lunch period or at the end of

the school day. Messages may be left with the school administrative assistant.

Thursday Folders (K-5)

Will be sent home via the oldest child in the family. They may contain time specific information such as field trip permission slips. This is an essential communication tool for elementary students, please read contents and return the folder the following day.

Trinity Academy Scoop

is a school news communication that will be sent home a minimum of twice monthly in Thursday folders.

School Web Site

Go to:

<http://www.trinityacademyofhudson.org>

You will find documents to down-load.

Go to parent information then family forms and visit teacher web pages.

E-Mail Communication

At the beginning of each school year the school office will request an e-mail address. This will only be used with discretion for important or emergency school information.

Student Progress

Conferences

Parent teacher conferences are held twice a year in the fall and winter. Dates will be posted on the school calendar.

Student Progress Reports

Report cards are sent home with students two weeks after the close of the quarter. Parents are invited to review the card with their child/ren, offer comments to the teaching staff, sign and return the envelope. A copy of the report card is placed in each student's file.

Student Success Teams

If a student is having academic or behavioral difficulties in the classroom, he/she may be referred to the Student Success Team. Parents/guardians,

teachers and the Principal will meet and develop a plan of action appropriate to the individual needs of the student.

Non-Custodial Parents

To keep all parents involved and informed, the school will provide non-custodial parents with access to academic records and other school related information if so requested, unless there is a court order to the contrary. The office requests a copy of custody arrangements for the safety of the children.

Promotion/Retention

A child is promoted to the next grade unless a teacher or the principal has discussed retention with the parent/guardian. Parents/guardians will be informed of such a concern by the second semester and will participate in the retention decision.

Grades 6-8 – Promotion to the next grade level is contingent upon successful completion of courses. Any student that has received a failing grade must complete an approved remedial program to avoid retention. An academic team will make the promotion decision.

Standardized Testing

Students in grades 3,4,5, and 8 will take the Wisconsin Knowledge and Concepts exam in the Fall.

Students in 3rd grade will take the Cognitive Abilities Test in the spring. Reading tests are administered to students in grades 1-5 three times a year and Kindergarten once a year.

It is important that students are at school during these testing periods. The testing dates will be announced in advance. Please avoid scheduling appointments and/or vacations during this time.

Media Center

Library

We have a volunteer librarian and students have regularly scheduled time in the library. Books are available for check out for all grade levels. Visits to the public library may be used as an extension of the educational process.

Computer Lab

Students will have regularly scheduled times to have access on the computers in our Media Center. To protect the rights of parents to know what their students are viewing and learning, parents are asked to review the school computer guidelines with their child. The signed policy must be returned to the school office. No student will have access to the computer lab without a signed agreement.

After-school hours

Trinity Child Care

is available to our Trinity Academy families. Hours are 6:30am-6:00pm. Fees will be posted at the start of each school year.

Field Trips

Trinity Academy recognizes the importance and value of field trips for the purpose of educational study and to enrich the learning for students. Field trips may have a cost involved. In case of family hardship, please see the school Principal or administrative assistant. Students may not attend a field trip due to behavior consequences or unsigned permission slips. Chaperones may not bring siblings or other children on field trips.

The following guidelines must be taken into consideration when any field trip is being planned:

1. Adequate supervision by qualified adults, including

one or more employees of the school.

2. A fee may be charged for transportation and trip costs.
3. Students must have a signed permission form. Students that don't have a signed permission form may be required to stay at school or a parent may be called to pick up their child.

Commercial carrier or contracted transportation is the most desirable method to use for field trips, and whenever possible, this mode of transportation is provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible.

Private Passenger Vehicles If a private passenger vehicle must be used, then the following information **must be supplied during the first month of school** and will be retained on file for the entire school year.

- A copy of drivers license (The driver must be 21 years of age or older).
- A copy of current insurance and registration.

The vehicle must have valid and current license plates. Every child going on the field trip must have a signed permission form.

Valuables and Personal Property

We ask that all personal items be left at home. Children are provided with playground equipment. Cell phones may be brought to school, but must be turned off and remain in student's backpack during the school day. Other electronic devices such as I-pods, hand held video games, etc. are not allowed at school. If students have these items at school, school staff will take the item and a parent will have to pick it up from the school office. Trinity Academy is not

responsible for property that is lost, stolen, or damaged on school property.

Health and Safety

Emergency forms are completed during enrollment. If your family has a change during the school year, please come to the office to make the change on the emergency card. For the safety of your child, it is imperative that the school has up to date emergency contact information. When children are not feeling well, we will try to contact parents first. If you have a long commute, please indicate a person on your contact list who is readily available, as we do not want children waiting longer than 30 minutes.

Illness/Injury

Children with fevers, rashes, or illness should not be sent to school. If a student becomes ill at school or suffers an injury, a parent or guardian will be contacted. In event the parent/guardian cannot be reached, the emergency contact designated by the parent will be called.

- Children with pink eye or Strep need to be on medication 24 hours prior to returning to school.
- Children with chicken pox should not return to school until pox are dried.

Sick children do not stay at school. The following identifies a child as sick and needing to leave school.

- Parents will be notified if a child complains of feeling ill and has a temperature over 100 degrees.
- Parents will be notified immediately if a child is detected with head lice. Child must be removed from school and given an appropriate hair treatment before they may return.
- A frequent or harsh cough

- Vomiting- keep home for 24 hours after the last episode
- Diarrhea-keep them home for 24 hours after the last episode.
- Undiagnosed rash and/or skin condition
- Profuse nasal discharge—the amount of discharge is a crucial transmitting factor.
- If a student is injured at school, the supervising personnel will get the child immediate assistance. After an injury the staff will contact parents as necessary and complete an accident form.

Immunizations

Please have your child properly immunized before they start school. To comply with the Wisconsin's Student Immunization Law, each student must supply written evidence of the minimum required doses of immunization or have a properly signed religious health or personal conviction waiver on file with the school

Medications

If a child has been prescribed an antibiotic for an illness a **full** 24 hours of medication is required from the first retained dose before returning to class. If an antibiotic is prescribed for 3 times per day, your child may take it at breakfast, after school and before bed. It is generally not necessary to send the medication to school. Please check with your doctor about dosing procedures. It is now known that viruses **DO NOT** respond to antibiotics. If a child is being treated for a bacterial infection and has or develops a viral infection at the same time (rotavirus, influenza A, or RSV for example), the child **must** stay at home until the viral illness is resolved. For the health of all of our students and staff these policies will be strictly enforced. If medications do need to be given to children while at school, a release form

must be signed. These forms are available from the office.

Medication must be in its original container. If it is prescription medication, the child's name must be on the label. Medication includes such things as cough drops and aspirin. *Medication should be given to the office staff and not the classroom teachers. Medication is kept in locked storage in the school office. Office staff will administer all medication at the appointed times.* Office staff will not administer medications not in the original container. If a waiver has been signed (located on the student enrollment form) the office staff will administer Tylenol/Ibuprofen as needed for pain. A note will be sent home with your child if this is given.

Epi-Pens, Testing for Blood Sugar and other health procedures.

It is the responsibility of the parent or guardian to inform the school of a child's specific health needs and to provide the necessary training for staff.

Safety

Crisis Plans

Crisis plans have been put in place to address various emergencies. The staff will use code signals through its P.A. system to alert staff without panicking students.

The crisis plan codes include:

- Evacuate students according to fire drill procedures
- Weather/Tornado holds according to procedures.
- Threatening situation or Lock down. Hold students and lock doors until released by the Principal or police.

Evacuation Plans and Drills

In the event of situations requiring evacuation, students will be evacuated to

Willow River Elementary, St. Pat's School or the Hudson Public Library depending upon the situation.

Drills will occur on a regular schedule to ensure students and staff understands instructions and procedures.

Searches

If the Principal suspects a student is in possession of a weapon, stolen items, drugs or other contraband, Trinity Academy reserves the right to conduct searches of student possessions, including, but not limited to, backpacks, desks, clothing and lunchboxes. Police may be called to intervene.

Child Abuse Reporting

The staff of Trinity Academy is bound legally and morally to report any abuse or neglect they observe of the children within their care at school.

Pets on Campus

For the health and safety of students and staff no pets will be allowed inside the school building unless a pet day is declared by teachers or the office. Please remove any pet waste from the school grounds.

Harassment and Discrimination Policy

Trinity Academy strives to maintain an environment free from discrimination and harassment, where teachers, staff and students treat each other with respect, dignity and courtesy. We will not tolerate any conduct or comments that fail to respect the dignity or feelings of the individual. In general, slurs and other verbal or physical conduct relating to gender, ethnicity, race, color, creed, religion, national origin, age, disability, marital status, military service status, sexual in nature or any other protected classification constitute harassment when they unreasonable interfere with a person's work performance or create an intimidating environment.

Complaint Procedure and Investigation.

Any student or staff member who witnesses or is a victim of discrimination and/or harassment should promptly report the matter to the Principal. In the event you reasonably believe that it would be inappropriate to report to the Principal, contact a pastor.

BEHAVIOR EXPECTATION & DISCIPLINE

At Trinity Academy we hold to the belief that all children are innately good and God has created each one with special and unique qualities. We use several guiding principles to ensure that each of our children show respect for God, self, others and property. These guidelines of Life skills and The Responsive Classroom give the teachers, staff and volunteers a framework from which to model appropriate behavior for students. In doing so, students are accountable for their own actions in a manner that is respectful, firm and a natural part of the life learning process. They are expected to take personal responsibility for their actions. You will see evidence of Character Education through out the day, during morning meeting times, all school meetings, recess, chapel and infused within the discipline policy.

Overall Discipline Procedures

Each classroom will establish their own routine, rules and management utilizing components of Life skills and The Responsive Classroom. All students will be accountable to their teachers and other Trinity Academy staff for their conduct throughout the day. Depending upon the severity and or frequency of the misbehavior, teachers may conference with the parent and/or the Principal to determine further course of action. Infraction notices identifying the

misbehavior will be sent home as needed.

Expectations for classroom

Behavior of students will be discussed and modeled in the classroom over the first few weeks of school. Expectations for school behavior, including, but not limited to, uniform policy, lunch procedures, recess, social interactions, and safety procedures will be discussed with each class through all-school meetings and visits by the Principal during the first few weeks of school and ongoing as needed.

Trinity Academy Family Policy of Honorable Conduct

At Trinity Academy we believe that each child is a unique creation of God. The goal of our academy is to provide for a school program of academic excellence while fostering the development of a personal relationship with Jesus Christ. Trinity Academy together with the support of family and church is dedicated to the total education of the child: spiritual, moral, social, physical, emotional and academic.

While enrolled at Trinity Academy it is the expectation that all adults and students cooperate with behavioral standards as set by the school's administration. In addition we expect that all families will refrain from malicious gossip or harassment that is harmful to children, staff or other families.

If there comes a time when a parent/guardian of a student:

- Refuses to support disciplinary measures after following the grievance/mediation

- procedure outlined in the Trinity Academy Handbook.
- After reasonable steps by the school have been taken to work with a family the family still does not fulfill financial obligation to Trinity Academy.
- Refuses to follow the grievance and mediation procedures stated in the handbook
- Refuses to resolve conflict from a Christian perspective as stated in the Trinity Academy handbook

Trinity Academy reserves the right to ask the family to leave the Academy at which time their child will no longer be enrolled at Trinity Academy.

Policy drafted & approved 11/07

Uniform Policy

The uniform is to be worn every day of school although, there may be some exceptions throughout the year. The acceptable uniform dress is as follows:

Elementary Girls:

- Navy blue short, navy blue jumper, navy blue skirt, navy blue pants or twill capri pants. There should be no white or color on these. Skirts should be no higher than 2" above the knee and navy or black shorts must be worn under skirts. Belts are optional; they should be navy, black, brown or white.
- Tights and socks must be navy, white, burgundy or black.
- Shoes must be brown, black, white or navy. Athletic shoes may be any color.

- White blouse, white, burgundy or navy polo shirt, or burgundy, navy or white turtle neck. . Shirts must have collars and be tucked in at all times.
- **Options:** Navy blue, burgundy, or white cardigan sweater, school sweatshirt with Trinity Academy logo (navy, burgundy or gray ordered through Lands End).

Elementary Boys:

- Navy blue short, navy blue pant. There should be no white or color on these.
- Socks must navy, white burgundy or black.
- Shoes must be brown, black, or navy. Athletic shoes may be any color.
- White, burgundy or navy polo shirt, white, burgundy or navy turtleneck or white dress shirt. Shirts must have collars. Shirts must be tucked in at all times.
- **Options:** Navy or burgundy pullover sweater, school sweatshirt with Trinity Academy (navy, burgundy or gray ordered through Lands End). Belts are optional; they should be navy, black, brown or white.

Middle School Students Uniform Policy

All aspects of the uniform policy as stated above will pertain to middle school students with the following exceptions:

Pants – Dark jeans in good condition, no fraying, holes, words or decoration. Jeans may be worn any day except on Wednesdays which are chapel days. Khaki or navy pants may be worn any

day and are **required** on Wednesdays for chapel.

Skirts – Navy or khaki, no higher than 2” above the knee.

Shirts – White, navy or burgundy polo shirts/turtle necks or white dress shirt. All shirts must have a collar. The logo is not required. Shirts are not required to be tucked in.

Sweatshirts – All sweatshirts must have the Trinity Academy logo. Burgundy, Navy or Gray. Hooded sweatshirts may be worn, hoods are not to be worn while in school.

School sweatshirts with logos, and burgundy and navy polos are available through Lands End at www.landsend.com/school or calling 1-800-469-2222 Our school ID number is 9001-2355-5. All uniform items are available through Lands End however, it is not necessary to purchase through them except for items that require a Trinity Academy logo.

Requirements to meet uniform policy

Shirts must be tucked in (K-5), except sweatshirts.

Shirts should be appropriate size and length so they may be tucked in.

Sweatshirts must have Trinity Academy logo.

No hooded sweatshirts (6-8 exception)

No cargo, wind, or sweatpants

No baggy or sagging pants

No sandals, crocs or open backed shoes

No hats

No holes in pants or shirts

No scarves or bandanas

No pierced body parts other than earrings.

No unnaturally colored hair (such as purple or green)

Students should be well groomed and neat.

Athletic shoes must be worn for physical education and recess. Middle school students may bring appropriate physical education clothing from home.

Students will be warned once verbally regarding inappropriate uniform dress. 2nd warning will be a note home to be signed and returned. A further occurrence may warrant a call to parents. Following these actions the student may be sent home or a parent called to bring a change of clothes. Students inappropriately dressed may be asked to change their apparel by staff as deemed necessary.

Non Uniform Day Dress Code

Occasionally through the year students may have a non-uniform day. The following are **not acceptable** attire for these days:

- Tops with spaghetti straps
- Tank Tops
- Sandals, crocs, or open back shoes
- Shirts with inappropriate advertising
- Shorts, dresses and skirts should be a modest length about 2” above the knee.
- Shorts must be worn under dresses and skirts
- Hats
- Jeans with holes or frayed

School Decisions and Management

The Principal's Role and Responsibility

As the leader of the school, the Principal is responsible for all decisions having to do with students, staff facilities, curriculum, textbooks, discipline, health and safety, extracurricular and the school

budget. The Principal's decisions are based upon what is best for students spiritually and academically, always taking into account the health and safety of each student. Depending upon the type of the decision, the Principal may use the following groups in a collaborative manner to make sound decisions for the school: teachers, students, parents, School Advisory Board members, Parent Teacher Organization, Parish Planning Council, and the Pastor(s).

Grievance and Mediation Procedures

With a Teacher or Staff Person

If a grievance should arise between parent/guardian and a teacher or member of the school staff, the person with the concern should follow these procedures.

- 1) Always go first to the person with whom you have a difference of opinion or complaint. Try to come to an understanding of the other person's perspective, and have that person come to an understanding of yours. See if you can come to a mutually agreeable resolution. See Matthew 18:15 for reference and guidance.
- 2) If you still have concerns, meet with the Principal and the person with whom you have concerns. Discuss the situation, with the Principal mediating. The Principal may suggest investigating the situation further. S/he may ask for input or counsel from others, including the Pastor or members of the SAB. Then s/he will come to a decision. The Principal's decision is final. The resolution should come within 30 days.

With the Principal

If your concern is with the Principal, follow step 1 above with the Principal. If

there is still a grievance, proceed to Step 2 with the Pastor listening to discussion.

STUDENTS ROLES AND RESPONSIBILITIES

Trinity Academy expects all student to behave appropriately, be courteous and cooperative, use good manners and show respect for self, others and God.

The goal of school behavior and a discipline plan is to help students develop a sense of personal responsibility. In order for children to grow in maturity, one needs to understand that choices have consequences. We encourage parents to allow the learning process to take place when a child makes a less desirable choice. The learning that takes place is very valuable and can save heartache later in life. We strive to honor and acknowledge appropriate behavior and create learning opportunities for inappropriate behavior.

Behavior Hopes and Expectations:

Our hope and prayer is that each student will come to school with a desire for learning about God and the world He has created. We encourage each of you to come with curiosity, respect, courage, perseverance, initiative, integrity, and a sense of humor. We hope you will learn the life skills of flexibility, organization, effort, common sense, problem solving, responsibility, cooperation, patience, and friendship.

Consideration and Courtesy

Students are expected to show consideration and courtesy when interacting with others. Abusive language, hurtful teasing and name-calling have no place in building up God's caring people.

At School students will be expected to:

- Come ready to learn and be on time
- Dress according to the dress code and uniform policy
- Show respect and courtesy for adults and follow their instructions
- Show respect and caring for other students
- Show respect for school property, textbooks and belongings of others.

In the classroom students will be expected to:

- Arrive on time and come prepared with appropriate materials
- Follow classroom rules
- Support the teacher and classmates by listening and helping in the learning environment
- Solve problems by questioning, thinking creatively and critically.
- Work cooperatively, learn from others and let others learn from you.
- Bring home necessary textbooks and materials to complete homework on time.
- Bring home Thursday folders, notes and report cards and other communication.

In the lunchroom, students will be expected to:

- Walk and remain patient in lines.
- Speak in normal tones
- Practice good table manners
- Leave your eating area free of litter
- Remain seated until dismissed

On the playground, students will be expected to:

- Follow the supervisor's instructions
- Play in a safe manner.
- Be respectful and invite others to join in the game
- Take turns and follow the game rules taught in PE class.
- Resolve conflicts or differences of opinion in peaceful, kind, and respectful ways.
- Use the Life skills

On the bus, students will be expected to:

- Obey all rules specific to the bus
- Follow the same rules of courtesy and conduct that you would follow if in school.
- Ride your assigned bus.

Trinity Academy will not tolerate:

- Unsafe behavior
- Disrespect to adults or peers
- Disruptive behavior
- Teasing/name-calling, harassment or bullying
- Inappropriate language
- Fighting: -verbal or physical
- Misuse of property/vandalism
- Possession of dangerous objects, such as weapons or simulation thereof
- Verbal or written threats of any kind.

Reasonable force may be used by an employee upon or toward a student, without the student's consent, in the exercise of lawful authority to restrain a student from self-injury or injury to any other person or property.

Consequences of violation of school rules:

Depending upon the severity or frequency of the offense, a violation of a school rule may result in any of the following consequences:

- Loss of Privileges
- Parent Conference
- Loss of recess
- Time out/detention
- Suspension/expulsion
- Meeting with the Principal
- Restitution-repair, replace, return or pay back.

School Work

Making up Missed School Work

If a student is absent, all material missed should be made up within two days. If the absence extends beyond one day, one additional day is allowed for each day missed. Adjustments to this procedure are up to teacher discretion.

Homework

Homework is age and grade appropriate. Homework is relevant to the subject matter and necessary for skill development. The child, with parental encouragement, should complete homework promptly. Homework policies are at the discretion of each teacher and approved by the principal. As children move on in grades, homework should become more independent with completion of work and returning of work. Study, as well as written work, is considered homework

Vacation Homework

Students who take vacations during times other than those designated by the school calendar should collect missed assignments upon their return. It is the responsibility of the students/parent to obtain missed work. Missing assignments may affect student's grade.

Parental Roles & Responsibilities



Responsibilities

- Foster respect, Christian values towards peers and staff in word and deed
- Know and comply with all school policies and help your child do the same
- Read school communications
- Be aware of your child's academic progress.
- Consult with staff as soon as there are concerns, working through the problem together.
- Attend school-related meetings, conferences and other functions
- Volunteer when possible for school activities and fun(d) raisers.
- Provide necessary school supplies.
- Follow the policy of honorable conduct and Statements of Concurrence.

Financial Responsibilities

Registration

The registration is paid annually and is a nonrefundable fee. Registration will be done in the spring for the upcoming school year. The first week of registration will be for currently enrolled families and Trinity Church members that are not enrolled in any of our programs. The second week of registration will be open to any one that is interested.

Tuition & Payment Plans

Trinity Academy charges annual tuition. There are separate tuition rates for parishioners and non-parishioners. Parents will be notified in a timely manner of any tuition changes.

Withdrawal/Transfer

If because of a job transfer or a death in the family a student must transfer out in the middle of the school year, the tuition costs will be pro-rated to the actual days of school held during the student's enrollment dates. No credit on tuition costs will be given for students days missed, or if transferring for any other reason other than a job transfer or family death. Student records will not be transferred until account is paid in full. Please notify the school office/principal as soon as possible if you are transferring out in the middle of the school year.

Tuition Assistance & Scholarships

Families needing help with tuition may obtain Tuition assistance forms in the school office. Applications may also be obtained and filed on line at www.cfslogin.com. Our school CFA # is 69313. The Principal will review each request annually and notify families of amount granted.

Visitors

For the safety of our students, all visitors to the school including parents must report to and sign in at the school office upon arrival and departure. All visitors must wear a Visitor Badge. All visitors are required to enter through the front door of the school only.

Parking

Parents may use the lower north parking lot for before and after school drop off and pick up only. Students must enter through the main school doors. During the day, students use this area for recess. Parents may park on side streets designated with specific times for parking during the school day.

Birthday Parties

Within each classroom, teachers will decide how children's birthdays are

celebrated. To avoid hurt feelings please refrain from passing out birthday invitations at school.

Trinity Academy Singers is the name of our all school choir and part of the instructional day. **Participation in the Christmas performance and the spring concert are mandatory as part of the music education grade at Trinity Academy.** Outside of school time there will be opportunities to perform as a choir. These events will be on a volunteer basis only and the music specialist will provide information.

Camp St. Croix for Fifth Grade

An important part of the environmental education studies curriculum for fifth grade is a two-night/three day camp experience at the YMCA Camp St. Croix just south of Hudson. The camp is generally in the fall and the dates will be decided prior to the beginning of the school year. Parent chaperones and Trinity Academy staff will accompany this group. The cost is the responsibility of each student and his family. If a student and his/her parent choose not to participate, the student will be required to submit assigned work in environmental studies.

Holidays

Halloween

We do not observe this holiday. Therefore no witches, ghosts, monsters, skeletons, or other non-Christian characters will be displayed in the classroom. Instead, harvest decorations, such as pumpkins, haystacks, and scarecrows are encouraged

Volunteer Opportunities

Volunteers are always welcome at school and a very important part of the educational process. There are many opportunities to be involved at school.



lease inquire at the school office or with the classroom teacher.

Parents should sign in and have a volunteer/visitor badge on while they are in the school. If you are a regular volunteer in the lunchroom, classroom or around campus you will be requested to complete a background check for the safety of the children. Please see the front office for the background check form.

Parent Teacher Organization

Exists to promote a sense of community among parents, teachers, and students, to foster school spirit and pride; and to enhance the school environment to provide the best possible education for the students. This group meets once monthly. Dates will be determined at the start of each school year. Officers are elected yearly in the spring.

Art Adventure

This program is sponsored by the Minneapolis Institute of Arts and is done by volunteers in grades K-5. A volunteer will bring a reproduction of a work of art into the classroom to explore with the class. The times for this will be coordinated through the teacher for each class.

Chess Club

This opportunity is available to all students. Dates and times will be determined at the start of the school year. A volunteer will be leading this program. Checkers will be provided to younger age students if requested. If you are interested please contact the Principal if you are interested in helping with chess club.

Classroom Reporter

Turn in photos of classroom activities, plays, singing in chapel, special projects,

at the Hudson Star Observer via e-mail or in person.

Technology Committee

Work with the school Principal to refine and enhance our technology plan. Contact the Principal for further information.

School Events:

Help with various events that happen at Trinity, such as events to support our scholarship fund, Scholastic Book Fair, teacher appreciation events, fundraisers, annual Gala etc.

Year Round Fundraisers

Help with various fundraisers that go on throughout the school year, such as Milk Moola, Campbell's labels, Kemps Nickels For Schools, Box Tops for Education, Target, etc.

Junior Achievement (JA)

Teach JA to your child's class. The school district provides us with all the materials and lesson plans. Dates and times will be coordinated with each classroom teacher. No teaching experience is required to teach JA.

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